

Officer and Enlisted Performance Reporting **(OPRs & EPRs)**

Performance reports are the foundation for the assignment, promotion, and recognition process. You must take personal responsibility for your career and make sure your OPR/EPR accurately reflects your accomplishments and is submitted on time. Here are some helpful hints:

~**Know your rater:** The first time you report for duty, find out who your rater is and find out what his/her expectations are.

Caution: The person you first meet when you walk into an organization may not be the rater of record — check with your Commander's Support Staff (orderly room) to make sure you know who your rater is. Your unit of assignment is responsible for your performance report unless you are in a centrally managed program — in that case, it is your unit of attachment who completes your report. If you perform training at other than your assigned or attached unit, it must be with the concurrence of your rater. No unit other than your assigned or attached has the authority to write an evaluation for you — even if that is the only place you perform duty. If you do training at another location, you should make sure they write a Letter of Evaluation for you to take back to your rater for inclusion in your next OPR/EPR.

~**Make sure you receive feedback:** Initial feedback is due within 60 days after supervision begins. Mid-term feedback should be accomplished at the one-year point for enlisted personnel and 180 days for officers. Colonels and Chief Master Sergeants only require an initial feedback for each reporting period. Face-to-face feedback is preferred, but it may be accomplished over the phone as well. However feedback is accomplished, it must be documented and you should receive a copy of the completed feedback form

AF Form 724A, Field Grade Officer Performance Feedback Worksheet

AF Form 724B, Company Grade Officer Performance Feedback Worksheet

AF Form 931, Performance Feedback Worksheet (AB thru TSgt)

AF Form 932, Performance Feedback Worksheet (MSgt thru CMSgt)

~**Know when your performance report is due:**

| | ANNUAL | BIENNIAL | CRO |
|----------|---|--|---|
| Officer | 1 year after close-out of previous report or 1 year after entering IMA/PIRR program. Also, a minimum of 12 active or inactive training points | N/A | Rater changes (to include as a result of rater or ratee departing). Also, a minimum of 12 active or inactive training points. |
| Enlisted | N/A | 2 years after close-out of previous report; 2 years after entering IMA/PIRR program; 2 years after DOR for SSgt (IMA/PIRR). Minimum 16 active or inactive training points. | Rater changes (to include as a result of rater or ratee departing). Also, a minimum of 16 active or inactive training points. |

Each individual should be aware of when their evaluation will be coming up and plan for it accordingly. Do not wait for official notification before providing your rater inputs for your next report.

~**Provide inputs:** Keep a record of your accomplishments. Document your performance either on your AF Form 40A, *Record Individual Duty Training*, or prepare a separate End-of-Tour Report. You should provide this information to your rater at least 60 days before your report is due. A proven technique to provide effective information is to use the 'What-How-Results' method. If you train under a supervisor other than your rater, be sure to ask them to prepare an AF Form 77, *Letter of Evaluation*, for you so that you can provide it to your rater for use towards your evaluation. Note: Your rater is not required to provide you a copy of your completed evaluation. If you need a copy, you can contact ARPC Customer Service toll free 1-800-525-0102, or e-mail DPSCA (or DPSCB) @arpc.denver.af.mil.

~**Additional Information:**

References — AFI 36-2406, Officer & Enlisted Evaluations Systems

AFI 36-2401, Correcting Officer & Enlisted Evaluation Reports

ARPC Web Site – Officers: <http://arpc.afrc.af.mil/promo/eval/opr.htm>

Enlisted: <http://arpc.afrc.af.mil/promo/eval/epr.htm>

HQ ARPC Evaluation Office – toll free 1-800-525-0102